



Order of meetings 17th October 2018:
7.00pm Cemetery Management
7.45pm Buildings Management

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Buildings Management Committee, on Wednesday 17th October 2018, at 7.45pm, in the Council Chamber, Greenacre Centre, Stotfold

AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interest on matters contained in this agenda**
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Free let request – Oak Hall, Greenacre Centre**
Due to timescales available, Members are asked to consider a free let (or discounted rate) request of the Oak Hall on 18th November 2018. See Agenda Report.
5. **Hire charges**
To review the hire charges for the following
 - i) Memorial Hall – Main Hall, Rear Hall
 - ii) Greenacre Centre – Oak Hall, Maple Room, Council ChamberSee Agenda Report.
6. **Exclusion of press and public**
Under section 1.3 of Standing Orders, the Chairman will propose that the press and public are temporarily excluded whilst matters pertaining to staff issues are discussed and that they be instructed to withdraw from the meeting for the following agenda item only.
7. **Salaries – Caretaker/Keyholder staff at Memorial Hall and Greenacre Centre**
To consider 2019/2020 salaries for caretaker and part-time caretaker at the Memorial Hall, and two Keyholders at the Greenacre Centre, as per Confidential Report appended for Members only.

Press and public will be re-admitted after this item.
8. **Review of activities and expenditure prior to considering estimates**
See agenda report.
9. **Estimates for year 2019/2020**
To consider the estimates for the year 2019/2020. Clerk's estimates appended for Members. Also to consider recommending to Council that the funds available in the Earmarked Reserves – Joint Relocation Fund are vired to Earmarked Reserves Buildings Fund. As the Council has now completed its relocation to the new offices, moving funds remaining to aid ongoing projects at the Greenacre Centre seems appropriate. Note, this fund was originally joint between the Buildings Management Committee and Establishment Committee.

10. Items for information purposes, relevant to this Committee only

Kate Elliott-Turner

**Kate Elliott-Turner
Town Clerk**

12th October 2018

To: Members of the Buildings Management Committee: Councillors Hayes, Mrs Bundock, Mrs Clarey, Collier, Cooper, Mrs Cooper, Dhaliwal, Matthews. All other Councillors for information

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 4	Meeting date: 17th October 2018
Free let request – Oak Hall, Greenacre Centre	
<p>The following letter has been received:</p> <p><i>Hello</i></p> <p><i>I am writing to you in the hope you would be able to help with sponsoring the hire of the main hall at the Greenacre Center.</i></p> <p><i>You may have heard of ***** who is a year 1 student at Roecroft and lives on the Greenacre estate.</i></p> <p><i>He has a life limiting heart condition and unfortunately his family have recently been told further surgery to extend his life is no longer possible due to worsening of his condition.</i></p> <p><i>His mum has started a fundraiser to raise funds to make *****'s biggest wish come true. His wish is to go to Disneyland but due to his condition he is not able to fly.</i></p> <p><i>His mum is therefore arranging a Disney experience for him close to home.</i></p> <p><i>Due to limited funds, I was wondering if the council would be able to sponsor the main hall at the Greenacre Center free of charge for this experience to take place. The date would be Sunday 18th November from 10am to 6pm.</i></p> <p><i>Look forward to hear from you</i></p> <p>Our free let policy is as follows:</p> <p style="padding-left: 40px;">Free lets will only be granted for non-commercial, educational, cultural or charitable purposes where no compulsory admission charge is made and where all profits from the event benefit the community of Stotfold. Requests for free lets must be made in writing to the Buildings Management Committee in good time before the booking.</p> <p>The mother of ***** has indicated that if she is unsuccessful with a free let request, she is happy to pay a contribution towards the hire if agreeable with the Committee.</p> <p>Cost to the Council: £240 in hire fees</p>	
Decision required: consider free let or discounted rate request	
Expenditure required: depending on decision	

AGENDA REPORT

BUILDINGS MANAGEMENT

AGENDA ITEM 5	Meeting date: 17th October 2018
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Hire charges

Memorial Hall

	Current 2018/2019	2017/2018	2016/2017
SATURDAY/SUNDAY	PER HOUR		
Main hall, kitchen & extension	£14.00	£14.00	£14.00
Extension only	£10.00	£10.00	£10.00
Rear hall	£10.00	£10.00	£10.00
Bar	£10.00 per session	£32.00 per session	£32.00 per session
WEEKDAYS	PER HOUR		
Main hall, kitchen & extension	£12.00	£12.00	£12.00
Extension only	£9.00	£9.00	£9.00
Rear hall	£9.00	£9.00	£9.00
Bar	£10.00 per session	£32.00 per session	£32.00 per session

All fees are doubled for non-parishioners. A Saturday can be booked either by hourly rate or from 9.00am to 12.30am at the current 'special rate' of £400.00 which includes use of the Main hall, kitchen, bar, extension and rear hall.

Main Hall – Greenacre Centre

	Current 2018/2019	2017/2018
SATURDAY/SUNDAY	Per hour	
Oak Hall	£30.00	30.00
Maple Room (three hour session) OR	£25.00	25.00
Maple Room (hourly rate)	£10.00	10.00
Council Chamber (three hour session)	£25.00	25.00
WEEKDAYS		
Oak Hall	£24.00	24.00
Maple Room (three hour session) OR	£25.00	25.00
Maple Room (hourly rate)	£10.00	10.00
Council Chamber (three hour session)	£25.00	
Saturday all day 'special rate' for hire of Oak Hall plus kitchen, from 9am to 12.00am shall be £400		

Note

- £250 damages deposit taken for Memorial Hall
- £100 damages deposit taken for Oak Hall
- For regular hirers of any room in either facility, a 10% discount is applied and charges are invoiced on a monthly basis – if a regular hirer is a non-parishioner, they will be charged at the single rate, plus 10% regular hirer discount
- All fees are doubled for non-parishioners
- A £100 fee will be applied to all parties in the Greenacre Centre involving food and alcohol, to be paid prior to the hire. This will be to cover any additional cleaning of the facilities.

Decision required: consider charges for 2019/20

Expenditure required: n/a

AGENDA REPORT

BUILDINGS MANAGEMENT COMMITTEE

AGENDA ITEM 8	Meeting date: 17th October 2018
Review of activities and expenditure prior to considering estimates	
<p>INCOME</p> <p><u>Income – Simpson Centre</u> This budget line has returned, now we have a new tenant in the Simpson Centre building (Box of Cakes café).</p> <p><u>Income – Library Utilities</u> Now that the query regarding the electricity bill at the Simpson Centre has been resolved, invoices for the Library contribution towards utilities over the last three years have been sent and are awaiting payment.</p> <p>EXPENDITURE</p> <p><u>Greenacre Centre – utilities</u> We are still pushing British Gas to resolve the problem with the electricity meter, which is currently not recording electricity used. Note for next financial year, to aid in obtaining a clear view of actual costs for this building, individual budget lines have been sent up for water, gas and electricity in the Greenacre Centre, with an estimate of costs for next year.</p>	
Decision required: n/a	
Expenditure required: n/a	